

Task No.	Description	Approx. Duration	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	...	Sep-17
COUNCIL APPROVAL OF PROCESS		1 day																					
n.a.	City Council Approval to Commence Competitive Procurement Process (03/17/15)	1 day	*																				
PHASE 1 - DEFINE PROCESS AND FUTURE SERVICES		2 months																					
1.1	Review Current Conditions	4 weeks	*	*																			
1.2	Conduct Public Outreach Activities	4 weeks																					
1.3	Finalize Future Services and Contract Terms	4 weeks																					
1.4	Document Desired Scope of Services and Business Terms	2 weeks																					
1.5	Obtain Council Approval, Council Study Session	2 weeks				*																	
PHASE 2 - PREPARE RFP AND AGREEMENT		2.5 months																					
2.1	Prepare Draft RFP (including Agreement)	4 weeks		*																			
2.2	Prepare Final RFP	4 weeks																					
2.3	Prepare City Council Report	1 week																					
2.4	Present Final RFP to Council for Approval	2 weeks					*																
2.5	Issue RFP to Interested Companies	1 day																					
PHASE 3 - MANAGE PROPOSAL PROCESS		3.5 months																					
3.1	Proposers Prepare Proposals	15 weeks																					
3.2	Conduct Pre-Proposal Meeting	1 day						*															
3.3	Respond to Pre-Proposal Questions (as needed)	10 weeks																					
PHASE 4 - CONTRACTOR SELECTION		5 months																					
4.1	Proposers Submit Proposals	---																					
4.2	Evaluate Proposals	12 weeks																					
4.3	Interview Proposers	1 week																					
4.4	Public Outreach (meetings, surveys)	6 weeks																					
4.5	Present Proposals to Council	4 weeks											*										
4.6	Identify Recommended Contractor	3 weeks																					
4.7	Prepare City Council Report	1 week																					
4.8	Present Recommended Contractor to Council	4 weeks																					
PHASE 5 - CONTRACT NEGOTIATIONS		3 months																					
5.1	Negotiate Contract (<i>Option: performing negotiations during the interview process</i>)	8 weeks																					
5.2	Prepare City Council Report	1 week																					
5.3	Present Signed Contract to Council	4 weeks																					
PHASE 6 - CONTRACTOR IMPLEMENTATION		14 months																					
6.1	Contractor Implementation Process	14 months																					
6.2	Contractor Commences Service	9/6/2017																					